



The City of Thousand Oaks Invites  
Your Interest for the Position of

## **ASSISTANT CITY MANAGER**





# CITY OF THOUSAND OAKS



## THE COMMUNITY & ORGANIZATION

**T**housand Oaks has much to be thankful for – an exceptional California community with family-friendly amenities that are the envy of cities across the region. More than 50 years of achievement have made Thousand Oaks one of the most sought after places in California to live, work, recreate, and raise a family.

**T**he City of Thousand Oaks, incorporated in 1964, is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains. The City is surrounded by hundreds of square miles of open space. Within the City's 56 square miles, over 15,500 acres are publicly owned open space, containing 150 miles of trails for hiking, biking, or equestrian uses. Another source of pride in the community is the Thousand Oaks Civic Arts Plaza, a beacon in the region featuring world-class entertainment, musicals, concerts, plays, children's shows, ballet, and much more.

**A** balanced family-oriented community of 132,000 with a strong local economy, Thousand Oaks is home to excellent schools, outstanding parks, and numerous retail-shopping opportunities. The City has adopted a balanced budget with appropriate reserves throughout its history due to conservative management and adherence to long-term financial strategic plans. City Departments include City Manager's Office, City Attorney's Office, City Clerk, Human Resources, Finance, Community Development, Cultural Affairs, Library and Public Works. Police and Fire services are provided by Ventura County. The City budget includes 381 full-time and more than 200 part-time employees. The FY 16-17 total City budget is in excess of \$190 million.

## THE CITY MANAGER'S OFFICE

**T**housand Oaks is a general law City with a council/manager form of government. The City Council is the policy-making body, appointing the City Manager who is responsible for carrying out council policy. The City Manager's Office administers the day-to-day operations of the City, providing leadership guidance and support to city departments and oversees the implementation of policies, goals and objectives as established by the City Council. The City Manager's Office is responsible for policy implementation, council/citizen concerns, citywide budget, intergovernmental relations, legislative affairs, personnel/labor relations, public safety management, citywide communications and public outreach, and council and citizen committees' special projects.



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## CURRENT PRIORITIES & ISSUES

The City of Thousand Oaks has a number of annual key priorities and objectives that vary significantly in nature and the Assistant City Manager will play a pivotal role in participating, directing and leading a number of these essential activities. Some key priorities and objectives include:

- Implementation of the Thousand Oaks Boulevard Specific Plan, a revitalization project that focuses on influencing the development of an attractive, dynamic, and pedestrian-oriented downtown.
- Support of the Economic Development Strategic Plan and related opportunities including the possible selection of Thousand Oaks as the permanent in-season training facility and corporate headquarters for the Los Angeles Rams.
- Fostering of collaborative intergovernmental relations on matters of regional importance such as housing, homelessness, fire services and transportation.
- Development of long-term plans to support investment in local street and infrastructure projects.
- Reinforcement of activities of the City's Office of Sustainability.



## THE POSITION

The Assistant City Manager will play a key role in delivering exceptionally high levels of service to the Thousand Oaks community. The Assistant City Manager must be an innovative and proactive individual with proven leadership experience, excellent communication skills, and the ability to work in a fast-paced and challenging environment. The Assistant City Manager will play a pivotal role in community relations, providing council support, inter-governmental collaboration, legislative affairs, and assisting the City Manager with the implementation of key City Council priorities and objectives throughout the community and within the organization.

This is an essential senior management position reporting to the City Manager. The Assistant City Manager will serve as the Acting City Manager in his absence. In addition to assisting with the current priorities and issues, the Assistant City Manager will:

- Promote the development and implementation of key performance metrics to measure operational effectiveness, identify areas of success and areas for improvement.
- Plan and execute strategies to promote successful community relations employing multiple strategies and technologies to connect with residents and business entities.
- Contribute to the implementation of the people strategy, designed to align resources with the delivery of high quality municipal services.



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## IDEAL CANDIDATE

The City of Thousand Oaks is preparing its organization for the future and the Assistant City Manager must have a positive, forward thinking perspective. The successful candidate will need to be an enthusiastic, collaborative professional with strong management and leadership skills and demonstrate high degrees of emotional intelligence. The Assistant City Manager must have a proven record of accomplishment that includes establishing, fostering and maintaining positive working relationships with the community, elected officials, governmental agencies and staff.

The Assistant City Manager is expected to be tactical and strategic, have a big-picture perspective and should possess the following attributes of senior level management:

- Strategic Thinker
- Team Builder
- Results Oriented
- Technically Knowledgeable
- Problem Solver and Decision Maker
- Planner and Organizer
- Skill and Career Development Coach

The successful candidate will:

- Model outstanding leadership; be a visionary to provide direction; and ensure the delivery of high quality municipal services.
- Encourage creativity; demonstrate political astuteness; and be an approachable leader with an open and collaborative leadership style.
- Have extensive organizational skills; be very articulate; and be an effective project manager with strong project management skills.

- Provide strategic and tactical planning by gaining and leveraging knowledge of municipal government operations while keeping in mind the City's overall priorities.
- Provide leadership to manage and direct staff in the City Manager's office to deliver exceptional community relations and council support.
- Support oversight of Thousand Oaks government access television (TOTV).
- Drive continuous improvement through innovation and optimization of processes and procedures.
- Have superior interpersonal and communication skills and thrive in a fast paced work environment.
- Enjoy the daily challenges of priority setting and driving initiatives forward.

A bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field is required. A master's degree is preferred.

The position requires eight years of increasingly responsible experience in the management and administration of municipal government operations including substantial high-level staff administrative and supervisory experience. Experience in the office of a City Manager is highly desirable.

A valid Class C driver's license is required.

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## COMPENSATION & BENEFITS

**T**he City of Thousand Oaks offers a competitive total compensation package. The annual salary range for this position is \$164,130 - \$246,196. Compensation level is determined by qualifications and experience, with appointment expected below the range mid-point.

**T**he City provides an excellent benefit package that includes:

**Cafeteria Plan** – The City provides \$680 per month to use toward medical premiums and/or optional programs Flexible Spending Accounts, life insurance, etc.

**Medical Insurance** – The City provides \$435 per month to use towards medical premium for employee and/or dependents.

**Dental Insurance** – The City provides dental insurance for employee and dependents.

**Life Insurance** – City-paid policy of \$200,000 for employee and \$5,000 for dependent.

**Deferred Compensation Plan** – City contributes 6% of annual salary to a mandatory matching employee contribution.

**Retirement** – CalPERS 2% @ 55 Plan for “Classic” members and 2% @ 62 Plan for “New” members. Classic members contribute 7% and new members contribute 6.25%.

**Annual Leave** – Accrual begins at 190 hours annually and increases based upon years of service.

**Administrative Leave** – 40 hours annually.

**Holidays** – 10.5 holidays annually.

## HOW TO APPLY

**I**f you are interested in this outstanding opportunity, please visit our website at [www.toaks.org/jobs](http://www.toaks.org/jobs) to apply online.

## FINAL FILING DATE

**FRIDAY • JUNE 2, 2017  
BY 5:00 pm**

For additional information or questions, please contact Sandra Bill in the Human Resources Department at (805) 449-2142.

The City of Thousand Oaks is proud to be an Equal Opportunity Employer and welcomes applications from all qualified applicants.

Additional information about the City is available at our website: [www.toaks.org](http://www.toaks.org)

